

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

Recovery Act – Edward Byrne Memorial Competitive Grant Program

Certification as to Recovery Act Reporting Requirements

On behalf of the applicant entity named below, I certify the following to the Office of Justice Programs, U.S. Department of Justice:

I have personally read and reviewed the section entitled "Accountability and Transparency under the Recovery Act" in the program announcement for the Recovery Act grant program identified above. I have also read and reviewed section 1512(c) of the American Recovery and Reinvestment Act of 2009 (Public Law 111-5), concerning reporting requirements for grants. I agree that the applicant will comply with the reporting requirements set forth therein with respect to any grant the applicant may receive under the Recovery Act grant program identified above.

I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that Office of Justice Program grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs, and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant entity (that is, the entity applying directly to the Office of Justice Programs).

  
Signature of Certifying Official

Gary W. Jackson  
Printed Name of Certifying Official

City Manager  
Title of Certifying Official

City of Asheville  
Full Name of Applicant Entity

4/23/09  
Date

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

Recovery Act – Edward Byrne Memorial Competitive Grant Program

General Certification as to Requirements for Receipt of Funds  
for Infrastructure Investments

On behalf of the applicant state or unit of local government (including tribal government) named below, I certify the following to the Office of Justice Programs ("OJP"), U.S. Department of Justice:

I have personally read and reviewed the section entitled "Eligibility" in the program announcement for the Recovery Act grant program named above. I also have personally read and reviewed section 1511 of the American Recovery and Reinvestment Act of 2009 (the "Recovery Act"), which requires a specific certification prior to receipt of Recovery Act funds for Infrastructure Investments.

*Initial the statement that applies:*

☒ The applicant identified below **does not intend to use** any portion of any funds received under this Recovery Act grant program for any Infrastructure Investment. Should this intention change, the applicant will promptly notify OJP, and (except to the extent, if any, that OJP has given prior written approval to expend funds to conduct the review and vetting required by law) will not draw down, obligate, or expend any funds received under this Recovery Act program for any Infrastructure investment project until section 1511 of the Recovery Act has been satisfied, and an adequate project-specific certification has been executed, posted, and submitted to OJP.

☐ The applicant identified below **does intend to use** some or all of any funds received under this Recovery Act grant program for one or more Infrastructure Investment projects. Except to the extent, if any, that OJP has given prior written approval to expend funds to conduct the review and vetting required by law, I agree that the applicant entity will execute, post, and submit to OJP, prior to obligating, expending, or drawing down funds for such project, a project-specific certification that satisfies all of the requirements of section 1511 (including execution by the Governor, mayor, or other chief executive, as appropriate) for each such Infrastructure investment project.

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

General Certification as to Requirements for Receipt of Funds  
for Infrastructure Investments

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I have authority to make this certification on behalf of the applicant (that is, the governmental entity applying directly to the Office of Justice Programs).

  
Signature of Certifying Official

Gary W. Jackson  
Printed Name of Certifying Official

City Manager  
Title of Certifying Official

City of Asheville  
Full Name of Applicant Government Entity

4/23/09  
Date



**Program Abstract:**

City of Asheville, North Carolina

Project Safe Neighborhoods: Asheville Gang and Gun Violence Prevention

\$79,719.76

Category I: Comprehensive Community-Based Data-Driven Approaches to Preventing and Reducing Violent Crime.

Goals of the project include the following:

- Decrease gun and gang violence
- Create safe neighborhoods
- Strengthen communities by strengthening families
- Promote healthy family development
- Educated parents and children on positive communication and decision making skills

Strategies that will be used to administer G.R.E.A.T. Families throughout the city of Asheville are as follows:

- Asheville Police Department will provide four officers to be trained as G.R.E.A.T. Family facilitators to teach this program.
- The city of Asheville will host this program at four community centers.
- Six sessions, covering a broad range of issues facing today's families, will be taught.
- Supplies will be provided by the police department.

Key/Major Deliverables and coordination plans:

- 1.) G.R.E.A.T. Families program taught at four community centers.
- 2.) Design specifications for the program that can be evaluated at the end.
- 3.) Use the working model of Project Safe Neighborhoods to implement G.R.E.A.T.
- 4.) Train four police officers to administer the program.
- 5.) Use G.R.E.A.T. supplies and create supplies/activities to inform participants.
- 6.) Coordinate with community groups, stakeholders and community groups to implement and promote this program.
- 7.) Coordinate with the local media to promote this program.
- 8.) Involve family service agencies throughout the process.

Coordination Plans:

- Six officers will be trained by G.R.E.A.T. families in order to facilitate this training in four community centers. There will be two programs in the fall and two in the spring.
- The police department will work with Parks and Recreation Department to ensure the community centers are available and that a community center assistant is present at all times.
- The police will coordinate promotion for G.R.E.A.T. Families through local media, the City's website and family service agencies.



## Category 1: Comprehensive Community-Based Data-Driven Approaches to Preventing and Reducing Violent Crime

### **Statement of Problem**

Through data collection and analysis, the City of Asheville's Police Department (APD) and city school officials have identified a correlation between high school dropouts and gang activity. Of the 66 students who dropped out of an Asheville City School last year, more than 40 percent were affiliated with a gang. Police have identified about 25 gangs, 225 gang members and 75 associates in Asheville neighborhoods. More than 3,400 murders and 172,000 violent assaults nationwide could be prevented if high school graduation rates were raised by just 10 percent, according to a 2008 report released by *Fight Crime: Invest in Kids*.

In order to provide life skills to students to help them avoid using delinquent behavior and violence to solve problems, APD has partnered with the city school system to offer all four components of the officer-instructed Gang Resistance Education and Training program (G.R.E.A.T.), including offerings in elementary schools, middle school, summer programs and family programs. APD's G.R.E.A.T. program, instructed by five trained police officers, is currently reaching more than 200 students in the school system. In addition, the City of Asheville has trained one police officer to offer G.R.E.A.T. Families, which recently completed its first session in a public housing neighborhood within the city.

The City of Asheville believes that the curriculum offered through G.R.E.A.T. is an essential component to providing young people with information on gangs and violence that will help them to make good decisions, not just now, but for the rest of their

lives. As a result, Asheville is seeking to preserve and expand its commitment to G.R.E.A.T. Families; however, economic conditions are requiring the city to significantly decrease its budgetary commitment to police overtime hours, thus limiting the department's capacity to maintain and enhance the G.R.E.A.T. program. These economic constraints will prevent the city from building on the momentum of a successful G.R.E.A.T. program to reach more parents and families, involving them in efforts to reinforce positive behaviors to keep youth in school and involved in positive activities.

Financial support for the city's G.R.E.A.T. Families program will maintain job stability and foster employment opportunities with the City of Asheville. The G.R.E.A.T. Families program will fund the necessary police overtime, as well as needed supplies, to facilitate the training and maintain vital community policing efforts while preserving critical income opportunities for police personnel. The last session will be different in that it will provide usage of computers to educate families regarding healthy use of technology. In order to provide the computers, this grant will be used to fund creation of a computer lab.

### **Program Design and Implementation**

#### ***Overall Strategy Summary***

The overall strategy of G.R.E.A.T. Families is to support the City of Asheville's efforts to prevent gang and gun violence by strengthening families, engaging parents and youth to foster better communication among family members, and enhancing family decision-making skills. Asheville will achieve this goal by preserving and expanding on the city's existing commitment to G.R.E.A.T. by offering G.R.E.A.T. Families in four of its community centers located in neighborhoods throughout the city. The training will



further the city's existing efforts to reach youth and their families, enhance community policing, engage the community in proactive problem solving, enlist the support of community partners and faith-based organizations, and expand existing G.R.E.A.T training offerings. Funding for the G.R.E.A.T. training program will preserve income opportunities for police officers that would otherwise be eliminated due to budget decreases within the City of Asheville's Fiscal Year 2009-2010 budget.

### ***Program Objectives***

Objective 1: Assist youth in leading healthy, violence free lives. Keeping youth out of crime and in school will enhance the likelihood that they will receive a high school diploma and pursue post-secondary educational opportunities, which enhances the probability of future long-term employment and stability.

Objective 2: Teach healthy decision making skills to youth ages 10-14 so they are able to make good decisions when presented with difficult situations and parents are not around. This age is a critical time for development of healthy decision making and communication skills.

Objective 3: Strengthen communities by strengthening families. Supporting positive family development will create healthy communities and safe neighborhoods.

Objective 4: Improve the functioning of the criminal justice system by decreasing gang participation and associated crime through prevention and education strategies.

Objective 5: Allow the City of Asheville to maintain and expand its commitment to G.R.E.A.T. training while maintaining overtime income opportunities for police personnel.

### ***Program Design***

G.R.E.A.T. Families is a community based, law enforcement officer instructed program. In order to administer the program, APD will train six existing police officers to serve as facilitators and will provide the funding for police salary overtime to offer the program outside of typical working schedules, thus contributing to job sustainability and maintaining income opportunities for law enforcement personnel that would otherwise be eliminated in the upcoming municipal budget.

**Training:** Six police officers will complete the G.R.E.A.T. Families Training (GFT), bringing the total number of officers trained to facilitate G.R.E.A.T. Families in Asheville to five.

**Community Participation & Promotion:** G.R.E.A.T. Families will be held in four community centers located in neighborhoods in order to bring the sessions closer to home. By taking the training into neighborhoods at the city's community centers, G.R.E.A.T. Families will build on the fundamental principles of community policing, allowing law enforcement officials to build collaborative relationships with citizens in the neighborhood in which they live. Through regular and ongoing interactions with police officers during the training's six sessions, citizens can build trusting relationships with law enforcement officials. In essence, G.R.E.A.T. Families can serve as a first step in fostering long-term community problem solving and interactive partnerships between APD, citizens and youth.

The Asheville Police Department will collaborate with the Asheville Parks, Recreation and Cultural Arts Department to keep facilities open in the evening to make sessions more accessible to working families. The training will be promoted through the city's existing communication avenues including relationships with the local media,

through the city's Web site and cable channel, and through relationships with neighborhood associations developed by the city's neighborhood services office.

The United States Attorney's Office has reviewed this application and has pledged its full support for the city of Asheville receiving federal funding for program implementation.

**Session Design:** G.R.E.A.T. Families is intended for families with children between the ages of 10 and 14. The curriculum will follow the G.R.E.A.T. Families model, consisting of six sessions, covering a wide range of issues facing today's families. Families are encouraged to attend all six sessions. Each session will include group interaction, activities, and skills practice to engage parents and children.

***Program Timeline and Responsibilities***

<b><i>Timeline</i></b>	<b><i>Milestone</i></b>	<b><i>Responsible Party</i></b>
Summer 2009	(1) Six Officers attend G.R.E.A.T. Families Training	APD Criminal Investigations Captain
September 2009	(2) Schedule fall sessions at community centers  Begin community promotion	APD Community Relations Manager  Asheville Neighborhood Coordinator & Weed and Seed Coordinator
October 2009	(3) G.R.E.A.T. Families Fall Sessions begin at two community centers	APD Program Facilitators
January 2010	Schedule spring session at community centers  Begin community promotion	APD Community Relations Manager  Asheville Neighborhood Coordinator & Weed and Seed Coordinator
February 2010	(4) G.R.E.A.T. Families Spring Sessions begin at two community centers	APD Program Facilitators
Throughout grant period	(5) Link analysis through Drug Trak system to evaluate continuing criminal enterprises, relationships of offenders, gang activity and arrests. Reduction in calls will be evaluated.	APD Criminal Investigations Captain

2010-2011	(7) Repeat G.R.E.A.T. Families Training as outlined above	APD
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### **Capabilities and Competencies**

The City of Asheville's Police Department's has demonstrated its commitment to youth education, gang interdiction, and community partnerships through the following successes:

- Partnering with the Asheville Parks and Recreation Department in crime prevention and community problem solving through its involvement with the West Riverside Weed and Seed Area;
- Implementing youth education and involvement programs like the Junior Police Academy to teach teenagers about the philosophy, policies and guiding principles of law enforcement;
- Dedicating a detective position in the Criminal Investigations Division to focus on gang interdiction and related crime;
- Developing partnerships with the local school systems and dedicating police personnel to G.R.E.A.T. training to successfully implement a commitment to the G.R.E.A.T. model in Asheville, and
- Collaborating with the city's Weed and Seed Coordinator to work with family agencies to identify at risk families who benefit from the existing G.R.E.A.T families program.

### **Impact/Outcomes, Evaluation, Sustainment and Description of Plan for the Collection of Data**

To measure the performance of G.R.E.A.T., police will analyze current statistics involving gun and gang violence in the four communities and compare the past number of incidents against what is accomplished during the grant period. APD will provide an ongoing link analysis through Drug Trak system to evaluate continuing criminal enterprises, relationships of offenders, gang activity, and arrests. The administering officer will also provide a pre-test at the first class and compare those answers to the post test completed at the last class. Police will work with city schools to identify if the number of drop outs has decreased during this grant period. Police will coordinate with family service agencies to analyze statistics involving calls to their agencies

The programs effectiveness will be demonstrated by less gang and gun violence in the selected communities. The police department will be able to analyze current statistics involving gang violence in the four communities and compare the past number of incidents against what is accomplished during the grant period. Throughout the entire grant period an ongoing link analysis will be conducted through Drug Trak system to evaluate continuing criminal enterprises, relationships of offenders, gang activity, and arrests. The reduction in call for service will be evaluated. Less gang crime will improve the criminal justice system by keeping youth out of jails and detention centers.

APD G.R.E.A.T. trained officers will track all drawdowns and grant expenditures separately from federal funding. It will be the trained officer's responsibility to follow and track the expenditures. The officer will create an expenditure database solely for this grant.

To sustain the project when the grant funding ends, APD will continue to seek grant funding in order to support the overtime pay of the trained officers. To be cost

effective and to maximize the program's impact, APD will work with family agencies, non-profit organizations and other law enforcement organizations to create a replica of the program to educate affected families and communities.

<p><b>Performance Measure #1:</b> Analyze current APD statistics involving gang violence throughout the community. Compare the past number of incidents against what is accomplished during the grant period.</p>
<p>Collection of Data: APD will run a call report on current calls and compare that to the report of calls after the program. APD will analyze the data to see if there has been an increase or decrease in number. APD is an accredited agency that uses technology to create and analyze reports for them.</p>
<p>Reporting Outcomes: APD will report the outcomes to the media, City Council, schools, family service agencies and the community. The report will be issued to each detailing the goals of the project and outlining accomplishments.</p>
<p><b>Performance Measure #2:</b> Analyze current APD statistics involving gun violence throughout the nine communities. Compare the past number of incidents against what is accomplished during this grant period.</p>
<p>Collection of Data: APD will run a call report on current calls and compare that to the report of calls after the program. APD will analyze the data to see if there has been an increase or decrease in number. APD is an accredited agency that uses technology to create and analyze reports for them.</p>
<p>Reporting Outcomes: APD will report the outcomes to the media, City Council, schools, family service agencies and the community. The report will be issued to each detailing the goals of the project and outlining accomplishments.</p>
<p><b>Performance Measure #3:</b> Four G.R.E.A.T. programs will be held in four different communities increasing participant's knowledge about gun and gang violence.</p>
<p>Collection of Data: Sign-in sheets will be used at each session for the four trainings. The officers will distribute a pre-test at the first session and a post-test at the sixth session. Scores will be tallied and stored in the WROS Site Coordinators' Office.</p>
<p>Reporting Outcomes: APD will report the change in attitude, reaction and knowledge of guns and gang violence that took place during the six week course. The report will be provided to the media, City Council, schools, family service agencies and the community. The report will be issued to each detailing the goals of the project and outlining accomplishments.</p>

<b><i>Goal &amp; Objective</i></b>	<b><i>Timeline/Completion</i></b>	<b><i>Activity</i></b>	<b><i>Performance Measure</i></b>	<b><i>Responsible Party</i></b>
Recovery Act: Preserving Jobs	Summer 2009	Train six police officers in the GREAT Families module	Overtime income opportunity preserved for six police officers and two community center assistants	APD Criminal Investigations Captain
Recovery Act: Promoting Economic Recovery	Immediate with quarterly reporting 2009-2010	Implementing community-based program that decreases crime and school drop-out rates	Decline in police calls for service  Decline in gang related crime  Decline in school drop out rate	APD Criminal Investigations Captain
Recovery Act: Percent of essential services maintained without disruption	Immediate	Allows for the continuation of the GREAT training program that would otherwise be cut due to budget constraints	Number of training sessions successfully completed  Number of citizen graduates	APD Program Facilitators
Recovery Act: Promoting economic recovery	Immediate	Implementation of GREAT Families in community centers in addition to school curriculum	Number of community policing hours in neighborhoods  Number of community meetings held  Number of partner agencies involved	APD Program Facilitators
Enhance initiatives	Completed by July 2011	Initiate eight GREAT	Percentage of citizens who	APD Program Facilitators

to reduce violent crime		Families sessions throughout city	complete the training	
Enhance initiatives to reduce violent crime	Throughout grant period	Develop positive relationships between law enforcement officials and the community	Community policing hours spent in each neighborhood during GREAT Families program	APD Program Facilitators



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## Budget Worksheet

Complete the budget worksheet, with computations.

(Note: Fields expand in size as data and text is entered.)

### A. Personnel

Name	Computation	Cost
Police Officer	Overtime-Rate at \$35.21 108 hours	\$3802.68 x 2yrs=\$7605.36
Police Officer	Overtime-Rate at \$35.21 108 hours	\$3802.68 x 2yrs=\$7605.36
Police Officer	Overtime-Rate at \$35.21 108 hours	\$3802.68 x 2yrs=\$7605.36
Police Officer	Overtime-Rate at \$35.21 108 hours	\$3802.68 x 2yrs=\$7605.36
Police Officer	Overtime-Rate at \$35.21 108 hours	\$3802.68 x 2yrs=\$7605.36
Police Officer	Overtime-Rate at \$35.21 108 hours	\$3802.68 x 2yrs=\$7605.36
Community Center Assistant	Overtime-Rate at \$15.00 120 hours	\$1800 x 2 yrs=\$3,600
Community Center Assistant	Overtime-Rate at \$15.00 120 hours	\$1800 x 2 yrs=\$3,600
<b>PERSONNEL TOTAL</b>		<b>\$52,832.16</b>

### B. Fringe Benefits

Name	Computation (Rate)	Cost
FICA – Police	7.65%	\$290.90 x 6 positions x 2yrs = \$3,490.86
FICA – Community Center Asst.	7.65%	\$137.70 x 2 positions x 2 yrs = \$550.80
<b>FRINGE TOTAL</b>		<b>\$4,041.60</b>

### C. Travel

Purpose	Location	Item	Computation	Cost
1.2 people, DOJ Grant Training, DC		Airfare	2 people @ \$375/trip	\$750
		Hotel	2 rooms/3 nights	\$600
		Per diem	2 people/4 days/\$40/day	\$320
		Taxi, parking, etc:		\$33
		<b>TOTAL</b>		<b>\$1,703</b>
2. 2 people, DOJ Grant Training, regional		Mileage	\$.50 mi. X 500 miles	\$250
		Hotel	2 rooms/1 night @ \$100	\$200
		Per diem	\$40/day/2 people/2 days	\$160
		<b>TOTAL</b>		<b>\$610</b>
3. 6 people to GREAT Families Training		Airfare	\$375/trip/6 people	\$2250
		Hotel	3 rms/4 nights/\$100 per night	\$1200
		Per diem:	\$40/day/6people/4 days	\$960



	Taxi, parking, etc.	\$33
	TOTAL	\$4,443
<b>TRAVEL TOTAL</b>		<b>\$6,756.00</b>

#### D. Equipment

Item	Computation	Cost

#### E. Supplies

Supply Item	Computation	Cost
Laptops for police personnel		\$2000.00
Wireless Mouse		\$30
Community Center Computer Lab		\$10,140.00
6 desktop workstations, software and supporting equipment located at the centrally located W.C. Reid Community Center		
Portable projector		\$700.00
Portable screen		\$100.00
Carrying bag for projector		\$70
Portable folding table		\$550.00
Portable display board		\$250.00
Field Supplies-Books for 8 classes for 2 yrs		\$2,250.00
<b>TOTAL SUPPLIES</b>		<b>\$16,090.00</b>

#### F. Construction

Description	Computation	Cost

  

Name	Service	Computation	Cost
<i>Contracts</i>			
Item	Cost		



**H. Other** \_\_\_\_\_

Description	Computation	Cost

**Total Direct Costs**                      **\$79,478.52**

**I. Indirect Costs**

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## Budget Summary Page

<b>A. Personnel/Salary Costs</b>	<b><u>\$52,832.16</u></b>
<b>B. Fringe Benefits</b>	<b><u>\$4,041.60</u></b>
<b>C. Travel</b>	<b><u>\$6,756.00</u></b>
<b>D. Equipment</b>	<b><u>\$ 0</u></b>
<b>E. Supplies</b>	<b><u>\$16,090.00</u></b>
<b>F. Construction</b>	<b>Unallowable</b>
<b>G. Consultants/Contracts</b>	<b><u>\$ 0</u></b>
<b>H. Other</b>	<b><u>\$ 0</u></b>
<b>I. Indirect Costs</b>	<b><u>\$ 0</u></b>
<b>TOTAL PROJECT COSTS</b>	<b><u>\$ 79,719.76</u></b>
<b>Federal Request</b>	<b><u>\$ 79,719.76</u></b>
<b>Applicant Funds, if any, to be applied to this project</b>	<b><u>\$14,287.04</u></b>

### Budget Narrative:

- A. **Personnel** – G.R.E.A.T. Families will consist of more than 190 hours of instruction time by six additional certified members of the Asheville Police Department over a two year period. At an average pay rate of \$35.21 per hour (time and a half) for one facilitator, each police officer will spend approximately 4 hours per session for a period of six weeks, 24 hours total, facilitating the training. In addition to classroom time, each officer will spend five hours of community policing per week, or a total of 30 hours over six weeks, in the neighborhood in which the training is taking place, developing relationships with families and youth. The total police personnel cost for one officer to conduct each six-week program is \$1901.34. Each officer will facilitate one class in the fall and one in the spring, and each six-week program will require one facilitator and two co-facilitators. The annual police personnel cost for 4 G.R.E.A.T. Families programs is \$22,816.08. Over a two year period, the police personnel cost is \$45,632.16.



Because training will take place within city community centers, staffing to keep the community centers open in the evening hours is necessary. At an average pay rate of \$15.00 per hour (time and a half), with two community center assistants at each session, the total annual cost for four G.R.E.A.T. Families programs is \$1,800, or \$3,600 over two years.

**B. Fringe Benefits** –The FICA costs associated with the police personnel over-time pay for six officers over two years is \$3490.86. The FICA costs associated with the community center assistants over two years is \$550.80.

**C. Travel**-Six officers will need to attend Department of Justice Grant Training in Washington, DC and the Region, per the grant. Together these travels, including lodging, airfare, food, etc. will cost \$1,703. Six officers will also need to attend one G.R.E.A.T. Families training which will cost \$4,403. Total travel cost is \$6,756.

**D. Equipment**

**E. Supplies- The supplies needed for this program include:**

Laptop for training at the cost of \$2000 including a \$30 wireless mouse. This will help in presenting the materials to participants. A Portable projector at the cost of \$700.00 to portray the powerpoints to participants. A carrying bag for the projector will need to be purchased at the price of \$70. A portable screen will also be needed for power point usage at the cost of \$100.00.

In order for the trained officer to set up the power point and organize training materials a Portable folding table will be needed at the cost of \$550.00. In order to communicate effectively with participants a portable display board will be needed at the cost of \$250.00. Field supplies for participants will cost \$250 per class.

In addition to direct classroom costs, the City of Asheville has budgeted funds for a computer lab to be installed at a centrally-located community center. This lab will allow all G.R.E.A.T. Families participants to have adequate equipment and internet connectivity for the G.R.E.A.T. Families in the Electronic Age session. The lab will serve as many as 250 family members going through the G.R.E.A.T. Families program over two years, and will provide added value to the ongoing operations of a community center located within a public housing neighborhood. The lab will include six desktop stations, software, equipment and internet connectivity.

**F. Construction**

**G. Consultants/Contracts**

**H. Other**



## **I. Indirect Costs**



**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**POLICE OFFICER  
POLICE DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

As a Police Officer Trainee employee performs routine law enforcement work. As a sworn officer employee performs general duty law enforcement work to protect lives, property and rights of citizens of the City. Reports to a Police Sergeant.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs or assists in performing a variety of general law enforcement patrol work on an assigned shift. Work includes patrolling the City in an official vehicle, on bicycle or on foot to deter crime or apprehend violators or suspects; answering complaint calls, serving legal papers, attending court, and investigating and securing crime scenes, working with community members to identify and solve crime related problems. Work may be performed independently if Field Training Program is successfully completed. Tact and firmness are required in frequent public contact. Work is performed in accordance with established policies and procedures of the Police Department and is supplemented by frequent specific instructions. The employee is subject to the usual hazards of law enforcement work. Work is performed under the general supervision of a Police Sergeant and is evaluated in terms of adherence to departmental policies and procedures and the effectiveness with which assigned duties are performed.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Patrols or participates in the patrol of an assigned area of the City; inspects troublesome areas and checks security of business establishments; answers complaint calls and assists in investigating crimes and disturbances; interviews witnesses; gathers evidence; interrogates suspects and makes arrests; prepares investigation reports.

Investigates traffic accidents; performs first aid; secures and clears accident scenes; directs traffic.

Monitors vehicle speeds with radar; conducts criminal and driving checks; issues summons or warnings.

Serves or participates in the service of legal papers, such as citations, subpoenas, warrants, commitment orders, etc.; uses directories and other means to locate designated parties; explains briefly the meaning of papers and makes arrests when necessary.

## **POLICE OFFICER**

Appears in court as a witness to give testimony.

Cooperates with law enforcement officers of other governmental units in making investigations and arrests.

Attends various community functions to establish law enforcement presence, and interacts with residents as appropriate to establish and maintain positive image of Department and law enforcement activities.

Prepares various reports and forms such as case files, offense reports, accident reports, tow sheets and cards, property vouchers, lab requests, etc.

### **ADDITIONAL JOB FUNCTIONS**

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of modern law enforcement practices and procedures.

Working knowledge of federal, state, and local laws pertaining to law enforcement work.

Working knowledge of the locations of streets, roads, highways and the geography and socioeconomic characteristics of the City.

Working knowledge of the content and purpose of legal papers and the practices involved in serving them.

Some knowledge of the standard practices, materials, techniques, and equipment associated with the Patrol Division.

Working knowledge of community policing philosophy and the SARA model for Community Policing.

Ability to use firearms and other law enforcement equipment.

Ability to exercise sound judgment in emergency and routine situations and to adopt quick, effective and reasonable courses of action.

Ability to apply interpretation of laws to specific situations.

Ability to prepare clear and concise reports.

Ability to present court testimony effectively.

Ability to perform physical functions of position, including physically restraining people.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to communicate effectively, both verbally and in writing.

Ability to interact courteously with the public and portray a positive image of the department.



## **POLICE OFFICER**

### **MINIMUM EXPERIENCE AND TRAINING**

Police Officer must possess an Associate's degree from an accredited college and have one-year of experience as a Police Officer Trainee.

### **SPECIAL REQUIREMENTS**

Certification as a Police Officer through the Criminal Justice Education and Standards Commission of North Carolina. Possession of a valid North Carolina driver's license.

Police Officer Trainee must have the ability to obtain certification as a Police Officer through the Criminal Justice Education and Standards Commission of North Carolina within six (6) months of assignment to class

\*\*\* For additional training requirements see the Department's Standard Operating Procedures Manual.

### **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job levels.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

## **POLICE OFFICER**

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

**Physical Skills:** Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Public Safety Pay Plan/P1  
Non-Exempt